



National
Aeronautics and
Space
Administration

NASA Headquarters Software Loan Agreement

Read the following agreement, filling in the requested information, and sign below.

I agree that the software package(s) being loaned to me is for home / laptop installation per the Attached Class 2 Service Request # . I have ☐ have not ☐ been provided documentation as part of this request. I agree to return all software and documentation borrowed from the NASA Headquarters Library by .

I have virus protection software installed on my home computer / laptop or ask that it be provided to me for installation.

I understand that I may not copy or share this software or documentation, and I will only install those products for which I am authorized to receive. I also understand that this software is being provided to me in order to benefit the Government in support of my assigned duties.

I further understand that technical support or services are not provided for at-home computers and that any problems that may arise due to the installation or use of these products is my responsibility. Government computers for home use must be returned to the Headquarters building for support and assistance.

Upon my employment termination with NASA Headquarters or upon completion of the requirement for at-home software, I will delete all software provided by the NASA Headquarters Software Loan program.

TYPED NAME AND SIGNATURE	OFFICE	PHONE	LOCATION	DATE

LOANED SOFTWARE (To be filled in by the Software Library)